



JOB ROLE

TRAINEE YACHT SAFETY AND COMPLIANCE ASSISTANT

We are looking for a Trainee Yacht Safety and Compliance Assistant to join our Riela Yachts team, in either our Isle of Man or UK office. Once trained, you will be responsible for providing the day-to-day support to the Safety & Compliance Department functions, including monitoring of certification, regulatory compliance and communications. Additionally, you will be actively involved in the maintenance of our award-winning electronic Safety Management System (eSMS), liaising with our Clients and form part of the Emergency Response Team. A desire to learn new skills and be part of a dynamic team will be essential.

Supporting Services

- Assist in ensuring that crew and yacht certification is correct and remains up to date.
- Assist with the on-board safety management of our Clients' yachts and ensuring that they comply with all applicable regulations.
- Drafting and despatch or forwarding of any applicable safety or regulatory messages to the Fleet.
- Liaison and supporting Clients and Crew.
- General office duties.

Reporting

- Directly to the Safety & Compliance Manager.

Skills and Knowledge

- Maritime knowledge would be advantageous but not essential.
- Highly motivated to provide clients and crew with exceptional levels of service.
- Systematic work approach and attention to detail.
- Above average communication skills.
- Computer literacy and a passion for new technology.
- Ability to meet deadlines.

What the Company offers to its hard-working employees:

- Competitive starting salary and benefits package including contributory pension, bonuses, and private health.
- 22 days holiday allowance which increases by one year-on-year up to a maximum of 27 days.
- Ongoing training and personal development.

If you are a strong match to the specific requirements for this role then please apply by emailing your CV and covering letter as soon as possible to hr@riela-yachts.com. Candidates who are not a close match sadly cannot be considered.